JOB SUMMARY: Reporting to the Director, Human Resources, the Human Resources Consultant is responsible for delivering appropriate and effective Human Resource services within an assigned portfolio. In keeping with a de-centralized HR model, the Human Resources Consultant works closely with Managers and Directors who have staff in the assigned portfolio. The Human Resources Consultant will exercise independent judgement and initiative in determining and recommending courses of action when dealing with the full range of: Labour Relations services including advising on disciplinary matters, conducting and/or assisting with investigations, facilitation of the grievance process, leading collective bargaining, working collaboratively with Occupational Health and Safety in dealing with workplace matters and monitoring the employer-union relationship; Recruitment and Selection; Compensation, Job Evaluation and Benefit Administration; Performance Management, Retirements, Terminations, Leaves of Absences. Specific outcomes of the Human Resources Consultant role include contributing to the management of the hospital’s operations through improved employee relations and pro-active advice and consultation on Human Resources issues, as well as increasing the knowledge of sound labour relations practices within the assigned portfolio. The Human Resources Consultant works to ensure a consistent standard of proactive Human Resources practices tailored to reflect the nature of the multi-site organization.

REQUIRED:
- Successful completion of Post-Secondary Studies in HR
- Professional Designation (CHRP) or CHRP in progress or equivalent experience
- Experience relating to the field of Human Resources;
- Familiarity with collective agreements is essential
- Knowledge of Alternative Dispute Resolution; multi-union environment experience; mediation; arbitration; collective bargaining
- Excellent Communication; Interpersonal skills; Negotiation; Problem solving Skills; Conflict Resolution; effectiveness in building and gaining credibility; organizational skills; ability to work within tight timelines; the ability to manage conflicting priorities;
- Strong knowledge in computer software including but not limited to Microsoft Word, Excel, Adobe, Powerpoint

DUTIES:
Labour Relations
- Build and manage the employer-union relationship, through effective facilitation and a consultative approach.
- Serve as a source of expertise with respect to the collective agreement, bargaining history, etc.
- Support the development of labour relations skills of the bargaining unit managers through provision of hands-on training in labour relations matters including active participation in grievance handling at all stages of the grievance and arbitration procedure; discipline; and general administration of collective agreements.
- Provide leadership in preparing for and conducting collective bargaining; act as Coordinator/Chair for management bargaining team or bargaining advisory team as required; participate in post-bargaining rollout and training initiatives.
- Ensure consistent application of applicable collective agreement(s).
- Support facilitation and resolution of employee conflicts/issues.
- Mentor and support managers and employees in their day to day activities including coaching and counseling, providing recommendations and coping strategies (EAP referrals, educational upgrading, stress management and work/life balance).
- Chair Labour Management Committees, Staff Planning Committees, Grievance Committees
- Role models positive attitudes and good work values, promotes and models all aspects of professionalism

Client Operations
- Develop a thorough knowledge of the assigned portfolio.
- In collaboration with program leadership, develop HR plan that addresses program future vision including forecasting, recruitment, retention, training.
- Provides leadership the information through formal reports required to address program’s HR status eg: retirement rates, turnover rates, grievance rates etc.
- Carries out the day to day activities and processes within Corporate HR, relating to performance management, attendance management, retirements, terminations, leaves of absence etc.
- Contribute to the review, revision, introduction and implementation of new or updated Human Resource policies, guidelines and processes.
- Support the integration of corporate initiatives and objectives into the employee groups and bargaining units and monitor compliance with corporate HR policies and procedures.
- Ensure the unions are informed of corporate initiatives.

Recruitment and Selection
- Coordinate staff recruitment and selection process to ensure that a timely, organized and comprehensive procedure is used to hire staff including the attracting, screening, and hiring of all human resource needs.
- Assist with the development of Retention initiatives and provides input to forecasting future needs

Financial Leadership
- Compensation administration and Labour market Compensation analysis, Advisement of and recommendations related to, Pay Equity Compliance including Maintenance and Job evaluation
- Provide input to the development of strategies and recommendations regarding all financial impacts related to collective bargaining.
- Provides input and guidance to managers relative to the appropriate utilization of their human resources including program management strategic planning initiatives (eg: staffing complement, cost containment).
- Provides estimated costs related to restructuring initiatives including but not limited to early retirement, voluntary exits, severance and terminations
- Provides estimated costs of grievance settlements, mediations and/or arbitrations by referencing legal requirements and jurisprudence.

Occupational Health and Safety
- Working collaboratively with the Occupational Health & Safety team to facilitate the corporate early and safe return to work initiatives.
- Working with the OH&S department to make recommendations on workplace accommodations ever cognizant of the organizations legislative responsibilities (Human Rights, OLR, OSHA)
- Provides case management assistance and guidance relating to the administration of HOODIP including Short & Long Term Disability, Disability Retirements and Labour Market Re-entry

Wage: $40.12 - $47.20

Interested candidates, please submit your resume to: Quinte Health Care – Human Resources, 265 Dundas St. East, Belleville, ON K8N5A9
E: mail careers@qhc.on.ca
Fax: 613-969-1451
Website: www.qhc.on.ca